

## **CITY OF RICHARDSON INTERDEPARTMENTAL POLICY AND PROCEDURE**

### **RETIREMENT CELEBRATIONS AND GIFTS**

#### **POLICY**

The City of Richardson recognizes that our employees are our most valuable resource. The City's ability to meet and exceed the needs and expectations of our citizens is directly related to the work of our employees. The City wishes to arrange for retirement celebrations and mementos of thanks, as public recognition of our retirees' years of service.

Funds available from the City for retirement parties, along with gifts from the City, will be consistent among all departments. Departments may, however, customize the parties and refreshments. Additional gifts to retirees from other employees are also allowed.

#### **PROCEDURE**

##### **I. RETIREMENT PARTIES**

After an employee arranges for retirement through Human Resources, a memo will be sent to all department heads and the City Manager's Office, relating the retirement date, years of service, etc. The department of the retiring employee is responsible for determining the employee's wishes concerning a party to celebrate the retirement, e.g., whether to have one, size, etc.

If the retiring employee chooses to have a party, his/her department is responsible for coordinating the details, including:

- location of party, if one is to be held
- date and time of party (Coordinate this with the City Manager's office, as he wishes to attend whenever possible.)
- time of presentations, during the party (Coordinate this with the City Manager's office, as he wishes to personally make presentations of gifts and a proclamation whenever possible.)
- arranging for and coordination of speakers/presenters as appropriate
- arranging for appropriate refreshment
- preparing a retiree scrapbook
- arranging with C.I.S. for photographs
- issuing invitations (formal or informal) to the event
- notifying both the City Manager's Office and Human Resources of all details.

In the event of multiple retirements on the same day, Human Resources will coordinate schedules with each involved department in order to allow the City Manager (and other employees) to attend all parties whenever possible. Human Resources will then issue a memo to all department heads, advising of the celebration schedules. Department heads will share that information within their work groups.

The City will provide a maximum of \$250 to the retiring employee's department (\$250 per retiree, if multiple retirements are occurring simultaneously), to pay for refreshments and decorations, etc. The **department is responsible for completing all appropriate reimbursement procedures** to cover these expenses, charging them to Account Number 011.0310.513.59-99.

NOTE: This \$250 may NOT be used to purchase other gifts; if the department and/or other employees wish to provide additional gifts, they are to collect funds to do so.

Retirement Parties, cont'd.

Additional refreshments may be provided by the department and/or volunteered by employees, if desired.

If the retiring employee has earned, but not yet received, a **service anniversary award**, the employee's department should coordinate with Human Resources to determine if the pin is available for early presentation during the retirement party.

A supply of **retiree scrapbooks** with the City's logo on the cover has been procured. Human Resources will maintain these for departmental use. The scrapbook binders will include party guest registers with the City's logo, and a supply of photograph inserts (additional inserts, as needed, should be purchased by the department). The scrapbooks will be available upon request of the retiring employee's department, by calling 972-744-4007. **Suggested items to include in the scrapbook** are: picture(s) of the retiring employee; letter from the City Manager; Deputy/Assistant City Manager(s); department head(s), managers, supervisors and coworkers; pictures of fellow employees; copies of appropriate old editions of the Employee Newsletter (available from C.I.S.), etc. These are suggestions; departments are encouraged to personalize scrapbook contents as appropriate.

The retiring employee's department will be responsible for issuing **invitations to the party**, both within City departments and to any special guests (e.g., family, friends, etc.) the retiree wishes to invite. Invitations should be issued at least two weeks in advance of the date of the event.

The retiring employee's department is also responsible for coordinating with the Citizen's Information (C.I.S.) staff to have **photographs** taken during the party. If a staff photographer is not available, the department may borrow a camera and film from C.I.S. for this purpose, returning both to C.I.S. afterward. C.I.S. will have the film processed and will cover all photo processing costs. Photographs from the party may be used in a subsequent Employee newsletter.

The retiring employee's department should give appropriate forethought into **speakers/presenters** for the event, to assure this portion of the party runs smoothly and to avoid possibly embarrassing outcomes.

Human Resources will furnish the retiring employee's personnel file to the City Manager for use in personalizing remarks and/or notes of congratulation. The City Secretary's Office (C.S.O.) will arrange for a **mayoral proclamation** of appreciation and congratulations. The C.S.O. will send a form to the retiring employee's department, requesting information for the proclamation. The proclamation will be read at the party by the City Manager whenever possible; in his absence, another City official or the retiring employee's department head will read it. The size of the proclamation is 8 1/4 inches by 17 inches, therefore it will not fit into a typical scrapbook unless it is folded. The department may wish to consider having the proclamation framed and/or placing a photocopy in the scrapbook.

At the party, the guest registry pages should be placed in a prominent place, with guests encouraged to register their attendance (to be added to the retiree's scrapbook at the end of the event).

## II. RETIREE WATCHES

The City of Richardson is fortunate and proud to have the Fossil Corporation as a corporate citizen. In a special arrangement between the City and Fossil (effective with retirements on/after October 1, 1995), each City retiree will be presented with a special edition watch, bearing the City's "Running R" logo in gold on the watch face. A special edition Fossil watch case is also provided.

Human Resources is responsible for obtaining and storing a supply of retiree watches. **About one week prior to a retirement party, Human Resources will provide a watch to the appropriate department head**, with a memo instructing that the watch be given to the City Manager for his presentation to the employee. In the

Retiree Watches, cont'd.

event that a party is not held, Human Resources will coordinate with the City Manager to send the watch to the retiree by mail or other appropriate means.

### III. GIFT CERTIFICATES FOR RETIREES

For retirements effective January 1, 1997 and after, the City will provide an additional gift to retirees, in the form of American Express Gift Certificates. Human Resources will be responsible for obtaining and storing the gift certificates prior to the retirement party. The amounts of these gift certificates will be based on total years of service to the City of Richardson:

YEARS OF SERVICE WITH CITY OF RICHARDSON	GIFT CERTIFICATE AMOUNT
0 - 4 years	not applicable
5 - 9 years	\$ 50.00
10 - 14 years	\$100.00
15 - 19 years	\$150.00
20 - 24 years	\$200.00
25 years and more	\$250.00

Gift Certificates, with information inserted regarding usage, will be presented in an attractively decorated envelope, **provided by Human Resources to the department head on the day of the event** for presentation by the City Manager. In the event of no party being held, Human Resources will arrange for the gift certificates to be delivered via certified mail, as these are easily convertible to cash if misplaced or lost. If mailed, the certificates will be accompanied by a letter signed by the City Manager.

### IV. FINAL PAY CHECKS AND SERVICE ANNIVERSARY PINS

The retiree's **final pay check will be made available to the department head by Human Resources on the day of the retirement party**, for presentation during the event. If the retiree has earned, but not yet been given, a **service anniversary pin**, Human Resources will also make that available to the department head, for presentation along with the Fossil watch and gift certificate(s).

original signed by Bill Keffler

9-1-97

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Bill Keffler  
City Manager

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Date